

S E C R E T

4 January 1968

FLOW CHART FOR HISTORICAL PAPERS

STEP	ACTION	PERFORMED BY
1	Outline the assigned historical paper in accordance with the approved component program and have outline approved by Executive Secretary.	HO/HW
2	Discuss whole subject of paper with knowledgeable component officer(s); research files/material; debrief available knowledgeable officers; write first draft of paper.	HW
3	When paper is really begun, have number in historical series assigned by Executive Secretary's office.	HO
4	Review first draft and return to writer with comments/suggestions.	HO
5	Redraft in line with comments per paragraph 4 above.	HW
6	Review final draft for completeness, accuracy, security, etc; be sure that Title Page, Table of Contents, Historian's Note, Source Bibliography, and Attachments (Tabs) are in order.	HO
7	After ensuring that final draft is easily legible, pass to Editors.	HO/HW
8	Editors review for: <ul style="list-style-type: none"> a. clarity b. accuracy c. brevity d. completeness e. objectivity f. security, etc. 	HE

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FLOW CHART FOR HISTORICAL PAPERS CONTINUED

STEP	ACTION	PERFORMED BY
9	Final Clean draft will be sent to Executive Secretary's office where Memorandum of Concurrence and Cover Sheet will be attached and routed through the HO to the component reviewing/approving officers.	Executive Secretary
10	If substantive changes are required by component reviewing/approving officers, make these changes and forward to Editors.	HO/HW
11	Final review.	HE
12	Typed in final form and proofread	Executive Secretary
13	Read and indexed.	HS/CSG
14	Finished copy is bound.	Executive Secretary
15	Bound copies delivered to responsible component and DDP.	Executive Secretary

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